Meeting held at: DNR Conference Center

In Attendance:

	Adams, Cheri		Howard, Bryan		Snyder, Mary
x	Anderson-Harper, Rosie		Jackson, James		Struemph, Beverly
	Arnel, Donna		Kempker, Judy		Verslues, Lisa
x	Barnett, Sheila		Krause, Guy	x	Webb, Becky
x	Bassett, Cindy		Matthews, Mechelle		Wilson, Barbara
	Benedict-Wiseman, Geri		Mixon-Page, Lorraine	x	Wolken, Gail
	Bode-Oliver, Elaine		Mundell, Jessica	x	Yahnig, Ed
x	Charrier, Jim		Oetting, Beth		
x	Distler, Karen	x	Robinett, Darlene		
	Dudenhoeffer, Keith		Roesti, Jane		
x	Forbis, Allan	x	Schulte, Lisa		
	Hillstrom, Victoria		Scroggins, Cynthia		
	Horn, Denise	x	Smith, Pat		

Guests:
   Deanna Treu, DSS, for Bev Struemph

Chairperson Karen Distler called the meeting to order.

Additions to the Agenda:
   ✓ Karen added LMS Discovery Report-new business
   ✓ Pat added information about the Diversity Conference to be held on March 14 at the Ramada Inn, sponsored by DNR

Approval of Minutes
Minutes from the January and February meeting were approved.
Changes to the minutes for January--add Cindy Bassett as having attended.

Announcements
The June meeting has been moved from June 12 to June 19, Bennett Springs Room.

New Business

Sub Committee on Management Training Rule
Karen reported on her discussion with Allan Forbis regarding the formation of a sub-committee to explore the format and possibilities for reporting on Management Training Rule compliance. Karen stated that the reports will be due at the end of the fiscal year and thought early input (prior to OA's request for information) would be helpful. There was consensus on this decision to form a sub-committee. Karen said that the sub-committee did not have to be all policy members. Karen asked for three volunteers to work with Allan. Rosie Anderson-Harper volunteered.

(Later during the committee working time, Allan, Rosie, Jim, and Deanna met on this issue as other members of the Policy Committee were not present. They agreed they will continue to meet and report back to STAC on the proposed format.)

Action: Sub-committee to report on a suggested format for reporting. STAC to provide input on the recommendation.

STAC's Involvement in Employee of the Month
Allan Forbis provided background on how Employee of the Month selection came to STAC. It was created under the Governor's Advisory Council on Productivity. Terry Mc Adams suggested STAC assisting in the selection.

Currently Elaine Bode-Oliver and Bryan Howard help with the selection. Elaine suggested that continuing this involvement is good publicity for STAC.

Allan said that there used to be six members. There are now three (including Karen from DSS who is not a STAC member.) Allan described the selection process: There are 7-10 nominations a month. The nomination forms are sent to the selection committee for reading. The committee decides the month's winner.

Discussion followed regarding continuing this role. Suggestions included
- ✓ No longer having this role as it does not fit our mission
- ✓ Providing three STAC members to serve in this role and asking OA to find three other members representative of state government from a variety of positions
- ✓ Maintaining this role until such time at the Training Policy is revised.

Karen read from the 1999 State of Missouri Training Policy stating that one of the "Ongoing Responsibilities" is "Selecting State Employee of the Month."

The group agreed to continue our role in accordance with the policy until/if such time the policy committee recommends a change, the change receives approval, and the policy is amended.

Gail Wolken volunteered she and or Keith to serve on the Employee of the Month Selection Committee. Deanna also agreed to serve if Karen from DSS is not able to continue.

Karen said she would ask for three more volunteers from membership.

Action: Karen to e-mail membership for two more volunteers to serve on the Employee of the Month Selection Committee

LMS Discovery Report
Karen asked for a group of volunteers to assist in writing a report on the best qualities of the LMS systems we viewed. STAC suggested that Karen e-mail all of STAC for their review of their notes and input. Karen said Oversight committee would compose the report.

Action: Karen to e-mail membership for input.

Committee Reports

Communications
Darlene Robinette reported:
- ✓ Darlene reported that the STAC web site has a new home at www.stac.mo.gov. Allan has put a link to STAC on the OA web page
- ✓ Darlene informed us that STAC could not use ClipArt on our web site. Darlene passed around a STAC logo that was created by MOTEC. The group agreed that they would like to provide input into something different, although we appreciated the effort in this design. STAC provided some input. (Communications further discussed their ideas in committee work time. A list of ideas has been provided to Darlene.) Darlene asked if any agencies had a graphic artist on staff that might have time to put something together. Allan said he would ask an employee of OA.
- ✓ Communications put together some ideas on a letter to unrepresented agencies. Cindy Bassett will draft a final copy of the letter. Karen will provide her a copy of letters she has used. Communications suggested that we also invite the Missouri Bar Association and ITSD to be represented on STAC. Communications asked for suggestions on any other groups involved in state training that might be interested.

- ✓ The group had a discussion centered on adding resources to "Helpful Links" on our STAC web page. It was proposed that there may be some legalities in it appearing that we are endorsing sites. Allan said he could put Darlene in contact with Frank Jung of their legal department to discuss this. It was suggested that we have a "Members only" password protected portion of our site for suggestions on speakers, materials, etc.
- ✓ Communications suggested to STAC that

Action: Allan/Darlene to contact Frank Jung regarding legalities of posting resource information on our web site.
Action: Cindy Bassett to compose a letter to agencies without STAC membership. Karen to forward Cindy letters she currently uses.
Action: Allan/Darlene to check on availability of graphic artist for logo.
Action: Forward names of any agencies/groups that would have an interest in serving on STAC to the Communications Committee

Training Trends and Initiatives
Sheila Barnett reported
- ✓ Gail and Ed met with Sheila on March 10th, to her up-to-speed on the team's mission and history. Since the team hasn't made much progress since its inception, last August, Gail, Ed and Sheila agreed the team should re-evaluate its charge and make plans for moving forward. They discussed setting meeting dates for several months in advance to better ensure participation by all team members.

   During the sub-committee meeting, Ed, Gail and Sheila discussed the following:

   1. If we intend to showcase a 'best of' course each quarter at a STAC meeting, we'll ask the agencies to submit their best program topics. Then, we'll provide a brief, narrative summary of each benchmarked training on STAC's webpage.

   2. We recommend the team meet prior to the April STAC meeting (April 10) to brainstorm a list of topics to research and submit as future hot topics/training initiatives that we may be able to showcase. Some of the initial topics that came to mind include:

   HIPPA
   Homeland Security Training Mandates - National Incident Management System (NIMS)
   FMLA
   Leadership - consider doing a needs assessment with each agency
   Sexual Harassment
   Technical
   Hostile Work Environment
   Succession Planning
   Knowledge Management
   Ethics
   Mentoring

- ✓ The group plans to meet again on March 28.

Policy Committee
Deanna Treu reported
- ✓ The current draft of policy updates was not available at this meeting.
- ✓ The group discussed reporting for the Management Training Rule
- 1. How is this information used/could be used?
  - Departments could use it to see what training may be offered or not offered

- It could be used with legislators to show trends
- The report needs to show what the value of training is to departments
2. How to report?
   - Continue prescriptive way now
   - Aggregate percentages
   - Use a narrative to give detail about the agency's training plan, etc.
3. The rule is to help agencies get their mission accomplished; we want to highlight this. The committee realizes reporting is different from agency to agency. They suggested a set of questions for agencies to select from in reporting.

Oversight Committee
Karen reported:
   ✓ Mary Call from OA e-mailed Karen regarding state-wide contracts. Karen shared the web site of www.oa.mo.gov/purch/purch.htm. Once here, click on "Statewide Contract Search." Then, click on Information Technology or Professional Service Contracts. Karen said that there are some contracted vendors for Diversity Training and Professional Development Training that may be of interest. There are also vendors for IT training. She suggested each member take a look at the site which shows the contract specifications including costs. Some other specialized training may be of interest to some agencies.
   ✓ Karen sent an invitation for MOTEC to join STAC

<u>Reminders</u>

The next STAC meeting is April 10, 2006 at the Bennett Springs Room, DNR Conference Center on East Elm.

Meeting adjourned.

Minutes submitted by Karen Distler.